

Facility Request Form

Please submit one form for each reservation event

Organization/Contact Information

NAME/ORGANIZATION: _____
 POINT OF CONTACT: _____
 MAILING ADDRESS: _____
 PHONE #1: _____ (City, Zip)
 PHONE #2: _____
 E-MAIL: _____

Requested Dates/Days/Times

DATES (starting and ending): _____ to _____
 DAY(s) of the WEEK: _____
 ACCESS TIMES (opening and closing): _____ to _____

Activity Description:

(softball tournament, baseball camp, kickball tournament, soccer tournament, etc.)

Event Name:

Paula Martin Jones Recreation Center/Green St.		Fee Per Hour	Total Hours	Total # of Days	Total
Paula Martin Jones Recreation Center					
<input type="checkbox"/> Paula Martin Jones Recreation Center Gym (3 hour minimum)	\$40.00	X	X	=	
<input type="checkbox"/> Paula Martin Jones Recreation Center Pool (2 hour minimum)	\$50.00	X	X	=	
<input type="checkbox"/> Life guard hourly pay	\$12.00	X	X	=	
<input type="checkbox"/> Rec aide hourly pay	\$12.00				
Green Street Recreation Center					
<input type="checkbox"/> Green Street Recreation Center (3 hour minimum)	\$25.00	X	X	=	
<input type="checkbox"/> Rec aide hourly pay	\$12.00	X	X	=	
<input type="checkbox"/> Green Street Recreation Center Kitchen (flat rate)			\$40.00	X	=
<input type="checkbox"/> Deposit (refundable)	\$100.00				
Subtotal					

**** WHEN APPLICABLE THIS REQUEST FORM MUST BE ACCOMPANIED BY ANY NECESSARY FEES AND/OR A SECURITY DEPOSIT. ****

I understand that a copy of the "Athletic Facility Use Rules, Regulations and Fees" document is available to view online at parks.longviewtexas.gov or may be requested by calling the Parks and Recreation Department. The City of Longview reserves the right to amend or revise said document and will notify anyone who holds a current reservation of any effective amendments or revisions.

I have read and understand the contents of all the documents sent to me. I understand that I am solely responsible for my group and/or parties compliance with said documents, actions, and conduct during the event reservation. On behalf of this group, I understand all procedures associated with this request, and accept the legal and financial responsibilities involved in the use of Longview Parks and Recreation facilities.

Signature: _____ Date: _____

Based upon this request (and other requests), official reservation forms will be sent to you indicating approved dates, times, and facilities. Based upon availability, those dates may not include all the dates you requested.

Date Received: _____ Processed By: _____ Permit #: _____

Internal Use Only - Please initial to indicate you approve this form.

Reservation & Billing Coordinator _____ This date is available in the computer.

Sports Tourism Coordinator _____ Parks & Recreation Director _____

PARD BUILDING RENTAL

1/21/16

1. Cost for rental: \$100.00 deposit, \$37.00 per hour, PLUS an additional onetime fee of \$40.00 for use of the kitchen.
2. Confirmed reservations require **payment in full** of all deposits and fees. PAYMENT MADE BY CHECK MUST BE MADE A MINIMUM OF THREE WEEKS BEFORE THE EVENT DATE.
3. Reservations may be made no more than 6 months before the event date and no less than 2 weeks before the event date.
4. Cancellations made more than 5 working days before the event date will receive a full refund, **MINUS a \$10.00 cancellation fee**. Cancellations made less than 5 working days before the event date will receive a refund of the **DEPOSIT ONLY**. If PARD has to cancel the rental, all fees and deposits will be refunded.
5. Facilities are not available for rental when City sponsored activities are scheduled. Rentals are not available on city holidays. All rentals are based on staff availability. All rentals must conclude by 10:00pm.
6. Patrons are responsible for setting up and taking down equipment. Scheduled times for the event should include sufficient time for these functions.
7. Deposits will be refunded to the person or group making the reservation following staff analysis of the facility. Analysis will include: trash picked up and bagged, equipment properly stored and not damaged, spills cleaned up and no damage to the facility. If the deposit does not cover costs, a bill for additional costs will be sent to the renter. **Deposits will be processed the week following the event date and a refund will be issued within 3-4 weeks.**
8. Security personnel for your event may be required at the discretion of the Center Supervisor. An additional \$25.00 per hour will be added to the total charges if security personnel is required.
9. All City ordinances and PARD Rules and Regulations are in force for the duration of the event. **No alcoholic beverages are allowed on the premises. No smoking is allowed in the building. The smoking area is to the right of the back door; you must be 20 ft from the door. (Please do not smoke in the front of the building, there is no place to discard your cigarette butts)**
10. For after hours or week-end emergencies, contact building personnel or the Longview Police Department at 903-237-1170 and they will dispatch appropriate personnel.